



DEPARTMENT OF THE NAVY

NAVAL SUPPLY SYSTEMS COMMAND

5450 CARLISLE PIKE

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MECHANICSBURG PA 17055-0791

NAVSUPINST 1543.2

SUP 4B

8 April 1999

NAVSUP INSTRUCTION 1543.2

Subj: NAVAL SUPPLY SYSTEMS COMMAND INTEGRATED LOGISTICS
SUPPORT (ILS) MANAGER CAREER DEVELOPMENT PROGRAM

Ref: (a) BUPERSINST 1610.10

Encl: (1) ILS Manager Trainee Additional Duty (ADDU) Commands
(2) ILS Manager Trainee Development Plan Guideline
(3) ILS Manager Trainee Progress Report Guideline
(4) ILS Manager Trainee Final Report Guideline

1. Purpose. To establish the Naval Supply Systems Command (NAVSUP) ILS Manager Career Development Program for Supply Corps officers, set forth policies for the program, and define procedures and guidelines for assigned officers and participating activities.

2. Background. Navy has recognized the need for effective logistics expertise in program offices, headquarters staffs, and the Naval Inventory Control Point (NAVICP) to ensure reliable weapon system management and adequate Fleet support. To meet this need NAVSUP established a career development program to train junior Supply Corps officers to serve as future ILS managers. Subsequent review of the ILS Program identified the need for additional training to meet the unique requirements of a shipyard or industrial activity. As a result NAVSUP also developed a program to train ILS Industrial Material Managers. Unless otherwise specified, officers in both programs will be referred to as ILS Manager Trainees for the purpose of this instruction.

3. Policy. To ensure officers participating in the ILS Manager Trainee Program are adequately qualified, the following policy promulgates the formal and "hands on" training requirements of the program. Once successfully completed, the ILS Manager Trainee will receive the functional Subspecialty Code 0032S for Material Logistics Support Management. Additionally, successful graduates will also be certified Defense Acquisition Workforce Improvement Act (DAWIA) Level II.

a. Responsibilities. All ILS Manager Trainee billets are centrally assigned to NAVICP Mechanicsburg for administrative purposes. NAVSUP is responsible for planning and budgeting for ILS Manager Trainee billets as directed by the Chief of Naval Operations. Specific responsibilities include:

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(1) The Assistant Commander, Supply Chain Management (SUP 4B), will serve as Director of ILS Training and Career Development with the following duties:

(a) Serve as central point of contact to ADDU commands, ILS Manager Trainees, Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RD&A)) and others with interest in the program.

(b) Participate in ILS Manager Trainee selection process and maintain trainee school quota records.

(c) Obtain initial course quotas for mandatory ILS DAWIA training courses for all newly reporting ILS Manager Trainees. Act as liaison between ILS Manager Trainees and Naval Acquisition Career Management Center to revise dates and correct problems as they arise.

(d) Provide priorities for vacant ILS Manager Trainee billets if more than one billet is vacant for more than one selection cycle.

(e) Submit ILS Manager Trainee Completion Certificates and recommendations for assignment of functional Subspecialty Code 0032S to Bureau of Naval Personnel (NPC 4412) as officers successfully complete their program.

(2) The Director of Supply Corps Personnel (SUP OP) duties include:

(a) Administer ILS Manager Trainee selection and detailing.

(b) Maintain an audit trail of ILS Manager Trainee billets, assist in budget justification and defense of the billets when required.

(c) Assist in relocating ILS Manager Trainee billets between ADDU commands when requested by SUP 4B to ensure billets are providing successful training opportunities per this instruction.

(d) Assist in assignment of functional Subspecialty Code 0032S and associated Officer Service Record entries as necessary.

(3) Participating ADDU commands listed in enclosure (1) duties include:

(a) Assign single point of contact (Supply Corps Officer, 0-4 or above) to oversee the ILS Manager Trainee's professional development and ensure program goals are met.

(b) Ensure ILS Manager Trainees contact SUP 4B for initial training guidance and counseling upon reporting for duty.

(c) Ensure an Individual Development Plan (IDP) is submitted for each ILS Manager Trainee within 30 days after reporting for duty. Enclosure (2) contains applicable guidelines and sample IDP format.

(d) Ensure ILS Manager Trainee Progress Reports are submitted every 6 months after reporting until officers have completed the program. Enclosure (3) provides guidelines regarding format for this report.

(e) Forward concurrent Fitness Reports as delineated in paragraph 4(g) of this instruction.

b. Sources of ILS Manager Trainees. ILS Manager Trainees will be selected from warfare qualified Lieutenant Junior Grade and Lieutenant Supply Corps officers. Officers desiring to be considered for this program should submit a written request to Bureau of Naval Personnel.

c. Selection. ILS Manager Trainee selection is made by NPC 4412 based on results of a formal selection board composed of four Supply Corps commanders representing each intern program. Selection is based on career potential and performance of duty. Other factors such as education and/or work experience may also be considered. Those officers selected will receive official orders to NAVICP Mechanicsburg, but will report to a specified command as detailed in the orders.

d. Activity Designation. NAVSUP will assign ILS Manager Trainees to ADDU activities. Each ADDU activity will assign their ILS Manager Trainee to specific major system acquisition projects which will best prepare them to meet the ILS Manager Program objectives. Enclosure (1) lists current ADDU activities. SUP 4B will review ILS Manager Trainee progress at ADDU commands to ensure optimum professional growth potential and will revise participation at those commands as necessary. ADDU activities are responsible for ensuring completion of training specified in this instruction.

e. Additional Obligated Service. The tour of duty for this program is normally 2 years. Officers selected to the ILS Manager Career Development Program must execute an

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agreement to remain on active duty for 2 years beyond completion of the training tour.

f. Utilization of ILS Manager Trainees. The intent of the billet assignment is to focus ILS Manager Trainee's duties and experience on ILS functional areas within the ADDU activity. While ILS Manager Trainees will receive substantial formal education, their successful development depends on meaningful "hands on" assignments. Temporary assignments to other hardware systems commands or to Defense Logistics Agency (DLA) activities are encouraged where assignment supports the program objectives. SUP 4B will assist in Temporary Duty (TEMDU) assignments upon request.

g. Fitness Reports. Officers in the program are expected to perform the support functions of an ILS manager. Fitness Reports shall reflect professional performance in the various ILS manager functional areas. Per reference (a), Commander, NAVICP, is the regular reporting senior. Concurrent Fitness Reports will be completed by the reporting senior at the ADDU activity and forwarded to Commander, NAVICP. Blocks 6 and 7 of the Fitness Report (NAVPERS 1610/2) will reflect the Unit Identification Code and name of the ADDU command. Block 29 will begin with "ILSMT Integrated Logistics Support Management Trainee." Block 18 will reflect a concurrent report. Block 47 will be completed by Commander, NAVICP, identifying regular reporting senior data. All other blocks will be completed to reflect ADDU command reporting senior and command employment. Action should be taken by the ADDU reporting senior to ensure timely submission when approaching crucial selection boards such as postgraduate school, promotion or reserve augmentation.

h. Officer Development.

(1) Each ADDU activity shall ensure their ILS Manager Trainee prepares an IDP per enclosure (2) within 30 days of reporting and submits a copy of the development plan to SUP 4B for approval. The plan should provide the ILS Manager Trainee with a sound working knowledge of ILS aspects of the major weapon system acquisition project to which they are assigned.

(2) Supervision of the ILS Manager Trainee is the responsibility of the ADDU activity to which the officer is assigned. It should be recognized that professional development of ILS Manager Trainees is the primary objective of this program. The contribution of the officer to the ADDU activity's mission should be evaluated accordingly.

i. ILS Manager Trainee Progress Reports. A progress reporting requirement is imposed to (1) monitor ILS Manager Trainee development, (2) obtain feedback needed to make revisions to program structure, and (3) provide data needed to justify continued commitment of resources to the ILS Career Development Program. Each ILS Manager Trainee shall submit a memorandum report to SUP 4B via the ADDU Command Program Manager or commanding officer every 6 months after reporting for duty. The memorandum shall discuss progress against the development plan and may include suggestions for improving the program. Enclosure (3) provides guidelines for progress reports.

j. Counseling Sessions. SUP 4B will hold periodic counseling sessions with each participating officer as necessary. ADDU commands will ensure each ILS Manager Trainee assigned to them contacts SUP 4B immediately upon reporting for duty to schedule an initial counseling session.

k. Final Report. Upon nearing completion of the prescribed 2-year tour, and successful completion of the required curriculum, ILS Manager Trainees will submit a final report to SUP 4B via their command requesting assignment of Subspecialty Code 0032S. Enclosure (4) contains guidelines for submittal of final reports. SUP 4B will review the report and if approved will request Subspecialty Code 0032S be placed in the officer's service record.

4. Training Courses

a. The training schedule emphasizes use of DAWIA certified training courses taught through the Defense Systems Management College. These courses are centrally funded; SUP 4B obtains quotas and makes class assignments for all ILS trainees for these courses. The following lists the mandatory DAWIA courses required for level II certification:

- LOG 201 Intermediate Acquisition Logistics
- LOG 203 Reliability and Maintainability
- LOG 204 Configuration Management
- LOG 205 Provisioning (optional)
- ACQ 201 Intermediate Systems Acquisition

b. Industrial Material Manager Trainees must also attend the mandatory course:

FIAM (FISC Industrial Activity Management) taught at Naval Supply Corps School (NSCS) Athens, GA. The cost of this training and associated travel is the responsibility of the ADDU activity.

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c. In addition, trainees should avail themselves to any other training opportunities which arise including optional courses, seminars, after-hours courses, etc. The cost of recommended training and travel for these courses is the responsibility of the ADDU activity. The following courses are recommended and should be scheduled as ADDU time and funding permits:

- Principles of Naval Logistics
- Level of Repair Analysis Procedures and Techniques
- Navy Supply Readiness
- Readiness Based Sparing
- Systems Acquisition Funds Management
- Contract Performance Management Fundamentals

Additional recommended courses specifically for ILS Industrial Material Manager Trainees are:

- Navy Supply Readiness
- Supply Management for Engineering Agents
- Baseline Advanced Industrial Management Level 2

This list should be considered only as a baseline. The scope of relevant valuable training is immense and subject to change. Trainees should contact their ADDU's and NAVSUP's designated training representatives for current information.

5. Action

a. SUP 4B shall develop procedures for overall management of the ILS Manager Career Development Program including ILS Industrial Material Manager Career Development Program.

b. ADDU commands listed in enclosure (1) are requested to develop procedures to implement this guidance.

c. NAVSUP OP shall develop procedures to implement this guidance.



D.E. HICKMAN
Commander

Distribution:

SNDL FKA1A; FKA1B; FKA1F; FKA1G; FKA8F; FKM14; FKM17; FKM31

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Copy to:

SNDL A1 (less A1K, A1A and A1B); A5; A3 (N01, N02, N03, N04
and N05); C21; FT1; NAVSUP 35C (5 copies), 04 (15 copies),
09A, 91, 09I, 4A, 4B, 4C, 02

Order from:

Naval Inventory Control Point
Cog "I" Material
700 Robbins Avenue
Philadelphia, PA 19111-5098

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ILS MANAGER TRAINEE ADDITIONAL DUTY (ADDU) COMMANDS

ADDU COMMAND ILS INTERNS ASSIGNED

NAVSEA	4
NAVAIR	3
SPAWAR	2
NAVSUP	1
NAVICP Philadelphia	3
FOSSAC	1

ADDU COMMAND ILS INDUSTRIAL MATERIAL MANAGER TRAINEE ASSIGNED

NSY Norfolk	1
NSY Puget Sound	1

ILS MANAGER TRAINEE DEVELOPMENT PLAN GUIDELINE

Logistics functions performed by the many activities associated with weapon system acquisition vary greatly. Because of these differences, there is wide flexibility in tailoring a development plan that best fits the characteristics of the project and the needs of the ILS Manager Trainee. These guidelines are designed to permit that flexibility.

1. Developmental Assignments

a. Each ILS Manager Trainee shall be given the opportunity to progress as rapidly as possible to attain professional qualifications of an ILS manager. It is not expected that ILS Manager Trainees will become professionally proficient in every ILS functionality but they should gain experience in all ILS management functions. Circumstances within a project may necessitate that the ILS Manager Trainee concentrate in only a few of the functional areas. However, care must be taken to ensure a comprehensive overview of the full spectrum of ILS manager responsibilities. For example, during a 2-year tour an ILS Manager Trainee could develop significant expertise in logistics support analysis, life cycle cost estimating, and cost/schedule control systems reporting, while gaining a sound working knowledge of activities and requirements in other business and integrated logistics support areas. The objective should be for the ILS Manager Trainee to obtain a diversity of experience while at the same time gaining reasonable proficiency in as many distinct aspects of the ILS manager field as possible.

b. For ILS Industrial Material Manager Trainees assigned to a naval shipyard, the trainee should concentrate on the unique logistic aspects of new construction, overhauls and ship alterations. Efforts must be taken to ensure a comprehensive overview of the entire ILS manager responsibilities. Again, the objective should be for ILS Industrial Material Manager Trainees to obtain a diversity of experience.

c. The ILS Manager Trainee should, as often as practicable, accompany the program and ILS managers to key meetings and contractor plant visits. Exposure to top level management briefings and decision making are essential.

d. The ILS Manager Trainee should be active in contributing input to his or her development plan. Initiative and innovation on the part of the participating

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officer in maximizing his or her training opportunities (with the concurrence of the ADDU ILS Manager Trainee Director) is encouraged.

2. Individual Development Plan (IDP)

a. A "sample" IDP follows. Although it sets the stage for what is expected of the trainee, it can always be revised to reflect unforeseen changes.

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15 Apr 96

From: Lieutenant William B. Ellis, SC, USN, 123-45-6789/3100
To: Commander, Naval Supply Systems Command (SUP 4B)
Via: Commander, Naval Sea Systems Command (Code 400)

Subj: ILS COURSE PLAN FOR LIEUTENANT ELLIS

Ref: (a) NAVSUPINST 1543.2

1. Per reference (a) the following individual development plan is submitted.
2. I have enrolled in the following mandatory DAWIA courses:

<u>COURSE TITLE</u>	<u>DATE REQUESTED</u>
LOG 201 Intermediate Acquisition Logistics	Dates
LOG 203 Reliability and Maintainability	"
LOG 204 Configuration Management	"
LOG 205 Provisioning (optional)	"
ACQ 201 Intermediate Systems Acquisition	"

3. The following list of courses are recommended and will be scheduled as time and funding permits:

<u>COURSE TITLE</u>	<u>DATE REQUESTED</u>
Principles of Naval Logistics	Dates
Level of Repair Analysis Procedures and Techniques	"
Navy Supply Readiness	"
Readiness Based Sparing	"
Systems Acquisition Funds Management	"
Contract Performance Management Fundamentals	"

4. Initially assigned as Division Officer of the Outfitting and Overhaul for Submarines Integrated Logistics Overhaul (Code 51), I will represent COMSUBLANT in the day-to-day oversight of the Fleet Integrated Logistics Team. Functional areas include but are not limited to:

- a. Attendance at ILSMT meetings
- b. Configuration Management

"SAMPLE"

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- c. Logistics Support Analysis
- d. Provisioning

W. B. ELLIS
Lieutenant, SC, USN

"SAMPLE"

ILS MANAGER TRAINEE PROGRESS REPORT GUIDELINE

1. Submission of Report. A memorandum report will be submitted semiannually by each participating officer via the ADDU activity program manager or commanding officer to SUP 4B.

2. Format

a. The report will consist of a list of all scheduled courses with completion status and a narrative summary of progress to date. The summary portion should cover such points as:

(1) Brief description of job assignments to date (with amount of time spent in each).

(2) Anticipated future development job assignments.

(3) Other comments as desired including suggestions for improvement on the ILS Program.

b. The summary should cover the noteworthy points of the training program. The attached provides a sample semiannual report.

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From: Lieutenant William B. Ellis, SC, USN, 123-45-6789/3100
To: Commander, Naval Supply Systems Command (SUP 4B)
Via: Commander, Naval Air Systems Command (AIR 410)
Commander, Naval Air Systems Command (AIR 412)
Commander, Naval Air Systems Command (AIR 09X)

Subj: SUBMISSION OF SEMIANNUAL PROGRESS REPORT FOR
LIEUTENANT ELLIS

Ref: (a) NAVSUPINST 1543.2

Encl: (1) Semiannual Progress Report for the Period
1 Sep 95 Through 31 Mar 96

1. Per reference (a) enclosure (1) is submitted.

W. B. ELLIS
Lieutenant, SC, USN

"SAMPLE"

INTEGRATED LOGISTICS SUPPORT MANAGER TRAINEE
SEMIANNUAL PROGRESS REPORT

For the period 1 Sep 95 through 31 Mar 96

1. List of mandatory ILS courses completed:

COURSE	DATE COMPLETED
LOG 201 Intermediate Acquisition Logistics	Date
LOG 203 Reliability and Maintainability	"
LOG 204 Configuration Management	"
LOG 205 Provisioning (optional)	"
ACQ 201 Intermediate Systems Acquisition	"

2. List of recommended courses completed:

COURSE	DATE COMPLETED
Navy Supply Readiness	Date
Readiness Based Sparing	"
Systems Acquisition Funds Management	"

3. Summary of Progress to Date

Assigned to the Modification Installation Management Section (AIR 410C) of the Logistics Management Division (AIR 410) of the Naval Air Systems Command (NAVAIR). Continuing to gain experience analyzing and coordinating the planned logistics support involved with the modernization effort for all Navy aircraft, engines and components. Specific logistics issues I have been involved with during this period include:

a. Developing, implementing and evaluating the Modification Management Information System (MODMIS). MODMIS is the official NAVAIR command automated Engineering Change Proposal (ECP) tracking system. This effort includes:

(1) Upgrading MODMIS to automate the entire Configuration Control Board (CCB) process from the initial budget formulation and ECP planning through final completion of all installations of the modification.

(2) Integrating MODMIS with the Configuration and Logistics Information Program (CLIP) and the Corporate Information Management (CIM) initiative.

"SAMPLE"

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(3) Monitoring software contractor performance via weekly progress meetings with the prime contractor.

(4) Preparation of the program supporting documentation including Users Manual, Data Dictionary and Audit Guide.

(5) Interfacing with NAVICP Philadelphia to coordinate NAVAIR's requests for personnel desiring authorization required to access MODMIS via the NAVSUP Logistic Network/Naval Aviation Logistics Data Analysis System (NLN/NALDA).

b. Analyzed and planned comprehensive input to the Planning Programming and Budgeting System (PPBS) and evaluated the impact the budgeting process had on logistics planning and execution via the following tasks:

(1) Prepared the Naval Comptroller (NAVCOMPT) and Office of the Secretary of Defense (OSD) budgets which involved reviewing all Operational and Safety Improvement Programs currently in the budget (over 150) and extracting the modification installation logistics data. These exhibits depicted by quarter the comprehensive modification schedule showing aircraft induction and modification completion schedule along with the funding obligation timetable. The OSD budget exhibits supported a proposed modification budget totaling more than \$3 billion in modification procurement and nearly \$1 billion in modification installation.

(2) Planned, coordinated and analyzed the execution of the \$203 million FY 91 Aircraft Procurement Navy (APN-5) Modification Install Obligation Plan for all type/model series aircraft managed by NAVAIR. The install plan supports over \$900 million in APN-5 procurement for 40 aircraft programs.

c. As the AIR 04 Material Issues Coordinator, I prepare a weekly status report for Rear Admiral Smith summarizing logistic issues impacting the readiness of naval aviation.

d. Member of the committee assigned to streamline the CCB procedure within AIR 04 and to establish the time line for the disassembly of the AIR 04 CCB.

4. Anticipated Future Job Assignments

a. MODMIS has been selected as the model ECP management system for all Services in the Department of Defense (DOD). I will be participating in the integration of the existing

"SAMPLE"

NAVAIR automated configuration management functions into the DOD CIM. Specific areas which I will be participating include:

(1) Defining a disciplined, standardized logistics methodology for Navy's configuration management of all aircraft, engines, avionics and components throughout their life cycle.

(2) Integration of the defined configuration management functions and processes into the automated MODMIS to provide user friendly management tools for APMLS, PMAS, PEOS, Logistics Element Managers and other cognizant management personnel.

(3) Continuing the translation of Navy's automated configuration functions in MODMIS into the DOD CIM for use as a standard by all Services.

5. Comments and Suggestions for Improvement

a. I strongly believe my assignment to AIR 410C is highly beneficial to my training as a logistician. This office is intimately involved with over 40 aircraft programs, the configuration of these aircraft, the logistics, scheduling, budgeting and funding for configuration changes, as well as responding to Congressional/NAVCOMPT/OSD inquiries concerning the APN-5 Modification Installation budget and budget execution. This assignment to a highly complex, diversified arena is excellent overall training for future management and leadership assignments in the acquisition and logistics communities.

b. The ILS training courses in Crystal City should be reviewed for content to include more relevant practical exercises and less conceptual material.

"SAMPLE"

ILS MANAGER TRAINEE FINAL REPORT GUIDELINE

1. Submission of Report. A memorandum report will be submitted upon completion of the ILS Managerial Trainee IDP and all required courses. The final report will be submitted to SUP 4B via the ADDU activity program manager or commanding officer.

2. Format

a. The report will consist of a narrative of job assignments, a listing of all courses completed and attached copies of all graduation certificates.

b. If any requisite courses were not completed, or if individual goals were not met within the ADDU command, detail the reasons in the narrative summary.

c. The summary should not be excessively detailed but should cover all noteworthy accomplishments. The attached "sample" is provided for your assistance.

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From: Lieutenant William B. Ellis, SC, USN, 123-45-6789/3100
To: Commander, Naval Supply Systems Command (SUP 4B)
Via: Commander, Naval Inventory Control Point

Subj: INTEGRATED LOGISTICS SUPPORT (ILS) MANAGEMENT TRAINEE
FINAL PROGRESS REPORT

Ref: (a) NAVSUPINST 1543.2

Encl: (1) List of Completed ILS Course Work
(2) Copies of ILS Training Course Certificates

1. Per reference (a) the following report is submitted to document completion of the Integrated Logistics Support Manager Trainee Program. Enclosures (1) and (2) provide a list of completed ILS courses and the respective completion certificates.

2. While assigned to NAVICP Mechanicsburg, I worked in the Platform Management Division within the Weapons Systems Support Group. I was involved with numerous configuration/provisioning issues affecting new construction platforms. I attended numerous ILS Management Team meetings and ensured program managers considered all facets of ILS before introducing their program into the Fleet. I was also involved in the SNAP initialization in the new LSD-49 class that was to incorporate ROMIS data into a SNAP compatible format. I have been exposed to almost every aspect of supply support from Provisioning and Inventory Management to Allowance Product Development.

3. This internship has been very rewarding. I have gained valuable knowledge and experience with regard to ILS and acquisition management. I strongly recommend this training program to other Supply Corps officers.

4. Based upon extensive practical experience and completion of all requisite courses, I respectfully request my experience be reflected in my service record by award of Integrated Logistics Support Management (0032S) Subspecialty Code.

"SAMPLE"

W. B. ELLIS
Lieutenant, SC, USN

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FIRST ENDORSEMENT on Lieutenant William B. Ellis, ltr of
15 Apr 96

From: Commander, Naval Inventory Control Point
To: Commander, Naval Supply Systems Command (SUP 4B)

Subj: COMPLETION OF INTEGRATED LOGISTICS SUPPORT (ILS)
MANAGER CAREER DEVELOPMENT PROGRAM

1. Forwarded, strongly recommending approval.
2. Lieutenant Ellis' progress in the ILS Manager Intern Program and his personal contributions toward the success of the Weapons Systems Support Group have continued to be impressive. Lieutenant Ellis' demonstrated knowledge and experience in ILS Management fully qualifies him for completion of the Integrated Logistics Support Manager Career Development Program and assignment of Material Logistics Support Management (0032S) Subspecialty Code.
3. I am confident Lieutenant Ellis will serve with distinction in any future ILS related assignment.

W. T. DOORKNOB
By direction

"SAMPLE"